



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 11, no. 18

GP 3.16/3-2:11/18

August 31, 1990

## LPS Director Joins WHCLIS Staff

In a strong showing of GPO's commitment to the 1991 White House Conference on Library and Information Services (WHCLIS), Public Printer Robert W. Houk has detailed Mark Scully to serve on the staff of WHCLIS during the coming year.

"I view the White House Conference as an enormously important event, which will influence the direction of library and information services throughout the decade. I know that Mark brings extensive library knowledge and administrative experience, along with great personal enthusiasm, to this assignment. His background in the Sales and Depository Library Programs and in Government information issues, qualifies him as a valuable resource person in these particular areas, which are important to us all," stated Houk.

Scully's assignment to the WHCLIS headquarters office commences on August 20, 1990.

\*\*\*\*\*



THE WHITE HOUSE

WASHINGTON

November 30, 1989

I am pleased to send my warmest greetings to everyone preparing for the White House Conference on Library and Information Services.

If the United States is to remain a global leader in the 21st century, we must keep pace with rapid advances in technology, as well as with increasing trade and commerce between nations. Our ability to stay ahead depends, in large part, on our ability to stay informed.

Today, problems such as illiteracy threaten to undermine our Nation's strength and productivity. That is why we must improve educational opportunities in the United States and why we must meet the information needs of all our citizens -- especially minorities, the elderly, disadvantaged young people, and persons living in rural areas.

I am committed to working with you and with others, both in the public and private sectors, to enhance our nation's library services and information systems. By examining the diverse needs of our population and by exploring ways to make the maximum use of new information technology, we can bring the rewards of learning to more and more Americans and ensure that our Nation's libraries continue to serve as a valuable source of knowledge and training. Most important, improving the Nation's library and information services may be one of the best investments we make in our campaign to end illiteracy in the United States.

My thanks to each of you for your efforts to make this upcoming Conference a success. I look forward to the reports and recommendations that will be issued when the Conference convenes in 1991.

Barbara joins me in saluting your dedication to this great cause -- one that means so much to our nation and is so close to our hearts. God bless you.

A handwritten signature in dark ink, appearing to read "G. H. W. Bush". The signature is fluid and cursive, with the first name "George" written in a more stylized, connected manner.

## FEDERAL LIBRARY AND INFORMATION CENTER COMMITTEE

WASHINGTON, D.C. 20540

LIBRARY OF CONGRESS  
Adams Building, Room 1026C

Phone: (202) 707-6055

Inquiries: Chris Zirps  
(202) 707-6055

July 17, 1990

For your use and information**Speakers Enlist Federal Support for WHCLIS II, FLAG**

The Federal Pre-White House Conference on Library and Information Services will be held November 26-27 at the National Library of Medicine's Lister Hill Center facilities in Bethesda, Maryland. The announcement was made in June, as federal librarians and information specialists, under the leadership of the Federal Library/Information Center Advisory Group (FLAG) and its sponsoring organization, the Federal Library and Information Center Committee (FLICC), accelerated their preparations for the second White House Conference on Library and Information Services (WHCLIS II), scheduled for July 1991.

Two speakers, Linda Resnik, executive director of WHCLIS II, and Mary Berghaus Levering, acting executive director, FLICC, worked to enlist support for the national conference, the Federal Pre-White House Conference, and federal WHCLIS initiatives at meetings in Washington, D.C. and Chicago.

**Federal efforts applauded:** Resnik, speaking at a FLAG planning meeting on June 4 at the Library of Congress, challenged federal information professionals to take a leading role in the national conference.

Calling them "the President's and Congress' children," Resnik urged an audience of more than 50 federal librarians and information specialists to serve as delegates to state preconferences and to educate nonfederal state delegates about federal library and information center initiatives and recommendations. "Please don't miss the opportunity to share with the states all that you have to offer them ... in helping to move this country toward world leadership," she said. "The White House Conference is your best opportunity to inform the public of the federal information community structure and its importance to the future of this nation."

Resnik applauded the federal information community for choosing access to information as its umbrella issue for the White House Conference because *access is the key* to the outcome of public information policy. She encouraged FLAG to expand this issue to consider what can be done to provide for the *existence* of government information as well as delivering it to all citizens. "We face instances in which we no longer have certain types of government information at all," she said.

**The Federal Preconference:** At a June 23 meeting during the American Library Association's annual conference in Chicago, Levering emphasized "access is the key," the federal slogan for the November



1990 federal preconference, and federal initiatives for WHCLIS II. She encouraged members of the Armed Forces Library Section and the Federal Librarians Round Table to become involved in planning for the federal preconference. "We need your input before, at, and after the federal preconference so that the federal sector approach to issues that are important to you can be developed for the second White House Conference," she said.

Levering gave an update of recent FLAG developments:

- The federal information community has been allotted four voting delegates and four alternates at WHCLIS II.
  - FLAG has restructured to form four committees—Delegate/Participant Selection, Public Relations/Exhibits/Hospitality, Program/Issues/Logistics/Arrangements, and Resolutions/Rules.
  - Issue groups have been created that parallel issues to be discussed at the White House Conference. The federal issues of concern are access policies, networking, preservation, funding, and critical incidents.
  - Goals and objectives of the federal preconference have been identified. The goals are to promote the theme of "citizen access to Federal information resources through Federal agency information organizations," and to advance the cause of federal library and information centers through interaction with the White House Conference process. Objectives are to elect four delegates and four alternates to WHCLIS II and to identify, prepare, and forward resolutions to the national conference.
  - Elizabeth Yeates, chief, Public Document Room, Nuclear Regulatory Commission, has succeeded Dorothy Cross, director, Pentagon Library, as chair of FLAG, thus guaranteeing continued leadership of the federal WHCLIS effort.
  - Kathryn Earnest, chief, Research and Information Division, Pentagon Library, and Doria Beachell Grimes, database product management specialist, National Technical Information Service, have been named preconference coordinators to oversee conference arrangements.
  - FLAG liaisons have been appointed to leading information organizations to aid outreach to federal librarians.
  - An appeal is being made to federal librarians across the nation to become active as FLAG volunteers and to work on the five core issues groups. Help is also needed in identifying specialists who can speak or write papers on these issues. (Federal information professionals interested in volunteering or contributing suggestions should contact FLICC, Library of Congress, Washington, DC 20540 or call (202) 707-1380.)
- "Truly, the members of the library and information center community are an effective force when they join together," said Levering. "I challenge you: become involved. Begin developing right here and now—in concert with your fellow professionals—the solutions that the library and information center community can put into place as it enters the twenty-first century."

# Summary, Spring Meeting

## Depository Library Council

Scottsdale, Arizona  
April 25-27, 1990

The 30th meeting of the Depository Library Council to the Public Printer was called to order by Chair Ridley Kessler at the Scottsdale Hilton on Wednesday, April 25. He introduced Council members Prue Adler, Sally Holterhoff, Judy Russell, Phil Van de Voorde, David Cobb, Anne Diamond, Juli Hinz, Erminio D'Onofrio, Janet Fisher, Chris Kitchens, and a newly-appointed member, Sioux Plummer (Department of Administration, State of Alaska). Members Robert Dugan, B.J. Swartz and Teresa Marquez were absent. In accordance with the Council bylaws (Article III, Section 5), Ms. Marquez had designated a non-voting alternate, Kathleen Keating, to serve as an observer in her absence. Approximately 150 people were in the audience, many of whom indicated that they were attending their first Council meeting. Arlene Bansal, Deputy Director of the Arizona Department of Library, Archives and Public Records, welcomed the group to the Phoenix area.

Robert W. Houk, the new Public Printer, addressed his first Council meeting and was present for the whole first day. He described the depository library program as "one of the most valuable services provided by our government for our citizens" and "the cutting edge of the new electronic dissemination of information." GPO's FY '91 budget request includes \$390,000 for paper copies of the bound Congressional Record and \$2.2 million to cover Census publications. He stated that "while CD-ROM dissemination may be highly cost-effective, it may not be possible for GPO to fund online database dissemination within the limits of our current appropriations." He described the pilot projects as "testing the feasibility and impacts of potential cost sharing." He hopes that GPO, the depository community, and Congress can work together "to establish a viable mechanism to fund the dissemination of certain electronic information services to depository libraries." He closed by stating that he welcomes advice by letters or phone calls from the depository community.

### Legislative Update

Richard Barnett, GPO Director of Congressional and Legislative Affairs, described four bills which could affect the future of GPO. H.R. 3695, the Horton-Conyers bill, would reauthorize the Paperwork Reduction Act (PRA) and contains dissemination provisions which would affect GPO. It would require agencies to provide GPO with all publications, including electronic format. GPO is pleased with the language of this bill. The Senate counterpart bill, S. 1742, lacks provisions for GPO dissemination. The Senate is taking a different tack and is challenging the administration on sections of the bill relating to the Office of Management and Budget, unrelated to GPO.

A third bill is H.R. 3829, known as "The GPO Improvement Act of 1990" or the Bates bill. (Note: this is also being referred to as the Title 44 revision bill). Mr. Barnett described some of the bill's basic provisions. It authorizes GPO to produce not only products but also electronic online services. The bill creates a system of cost sharing that



includes 1) service users, 2) depository libraries, 3) the issuing component of government, and 4) appropriations for depository libraries. Mr. Barnett acknowledged ALA's opposition to this bill as well as that of other groups, and the fact that libraries do already spend great sums of money to manage depository materials. But GPO is defending the cost sharing provisions, feeling that costs for online services must be addressed in some new way.

The fourth bill is H.R. 4329, the American Technology Preeminence Act of 1990, which contains a variety of issues, including a lot on NTIS. One section, which GPO would like to see dropped, would require the Secretary of Commerce to report on the feasibility of establishing and operating a Federal Online Information Product Catalog (FEDLINE) at NTIS. This catalog "would serve as a comprehensive inventory and authoritative register of information products and services disseminated by the Federal Government and assist agencies and the public in locating Federal Government information." (Note: It was pointed out that Charles McClure is currently doing an OMB contract study of inventory and locator systems for federal information -- see Federal Register, April 6, 1990, p. 12972.)

### Library Programs Service Update

Mark Scully, LPS Director, explained that LPS staff have a three-tiered strategy as they enter a new decade and prepare for the 21st century. The levels are 1) routine housekeeping, 2) reducing backlogs, and 3) laying the groundwork for the electronic future. With many of the microfiche contracts now operating (5 of the 14 contracts unawarded as of April, 1990), the backlog in LPS has shifted from Micrographics to Cataloging. But some newly-hired staff in that area should help improve that situation. Pilot projects have both practical and symbolic value to the depository library program. Questions were raised about when the long-standing gap in receipt of Congressional hearings might be closed and on the status of getting GAO documents for depository distribution. The lighted bin system for filling depository shipment boxes is now five years old. It has been given a complete overhaul and should run smoothly again.

### Information Technology Program Update

Jan Erickson reviewed the status of the various pilot projects. The Economic Bulletin Board, the first online project, will run from June 1 to December 31. Announcement has just been made of the 100 sites for the project. These were selected by a joint effort of GAO, GPO, and some members of the Depository Library Council.

A second project, the Toxic Release Inventory on CD-ROM, should begin in May with distribution of the disk, to those libraries which selected to receive it. Libraries will also receive documentation and software on a floppy disk. The software features include Boolean searching, data downloading and production of simple reports. The TRI microfiche should arrive about the same time, for those who selected that format. The TRI CD-ROM will be the first to be available through the GPO Sales Program, at a cost of \$23 (including software).

The 1985 bound Congressional Record on CD-ROM is being published by the Joint

Committee on Printing and will be distributed to all depository libraries as part of a pilot project, possibly by late summer. The indexing was completed in March and the database is being enhanced with SGML tags to facilitate retrieval. In March, GPO awarded four multiple-use contracts for CD-ROM software. Each contract requires payment of an up-front fee for 3-year perpetual licenses, plus fees ranging from \$5 to \$60 for each disk that is produced using the software. With these contracts in place, agency publishers will be able to "test drive" various software packages before making a commitment to use a particular program. Steps like this to encourage agency CD-ROM business will hopefully result in additional CD-ROMs for depository libraries. This approach offers an additional benefit because repeated use of the same software for producing various disks will mean fewer interfaces for users to learn.

The Department of Energy project is in the final stages of approval; 20 depository libraries will be selected as test sites, to receive online access for six months, at a reduced rate, to Energy's Integrated Technical Information System (ITIS). The project has several parts: 1) online access to the 1.7 million bibliographic records in ITIS, 2) development of a gateway to allow searchers to switch to Dialog to access similar technical databases or older data, 3) translation of records from COSATI, a computer program format used by DOE and other technical agencies to a MARC-like format, and 4) a technology assessment to decide the best format for the 1800 DOE reports/year which are currently being distributed in microfiche.

Other CD-ROM publishing efforts at GPO include the U.S. Imports and Exports of Merchandise series, published by the Census Bureau, Foreign Trade Division, which will be available on CD-ROM this summer, and the National Trade Data Bank, which Commerce will begin publishing in August as a monthly CD-ROM series. These two titles will be surveyed in early July, as well as the Hazardous Materials Information Sheets, published by the Federal Logistics agency (now distributed to depositories in microfiche), and the Biographical Directory of the U.S. Congress, published by JCP. GPO will survey for 1990 Census CD-ROM products later this year. The CD-ROMs won't replace paper Census products but will contain data that was previously available only in magnetic tape format.

GPO and Census are working on a new project with the TIGER database, which has been used to produce maps for conducting the 1990 Census. Thirty-five libraries will be selected as test sites for the pre-Census line files. The extracted data will make up 50 CD-ROM disks. It will be possible to produce maps from this TIGER extract; GPO is investigating public domain software to be used for that purpose. Information on how to apply to be a test site will appear in Admin. Notes. The post-Census TIGER line files will be available for selection by all depository libraries.

### Depository Services Staff Update

Joe McClane, Chief of the new DSS unit, explained how it combines two LPS functions: inspections and editorial work. Soon to appear in Admin. Notes will be an expanded FAX directory, a listing of Automation Mentors, and a series of articles on depository rights and responsibilities. The number of inspection trips has been down this fiscal year, due to budget constraints. More statistical summaries from the 1989 Biennial



survey will be coming out. He stated that regional depositories are becoming administrative centers for the depositories in their regions, rather than serving simply as archives.

### Joint Committee on Printing Update

Tony Zagami, JCP General Counsel, related the JCP's response to two recommendations from the Fall '89 Council meeting. (Bernadine Hoduski, JCP staff member, was not present, due to illness.) On the issue of fugitive documents, a new set of guidelines should soon have final JCP approval. These are titled "Guidelines for the Provision of Government Publications for Depository Library Distribution," and they are directed at agency publishers. Included in the examples are some electronic products, such as CD-ROMs and floppy disks. It is hoped that the "Guidelines" will help reduce the number of fugitive documents. While they won't remedy intentional violations of Title 44, they should help educate uninformed agencies. The "Guidelines" were produced jointly by staff of GPO and JCP, and all depositories will receive a copy.

On the issue of paper copies of the bound Congressional Record, GPO's FY '91 appropriation request is asking for full funding for paper format for this title, which was denied last year. If that isn't possible, at the very least they are asking for paper copies for all regional depositories. No decision had been made as of early May. As publisher of the Congressional Record, JCP is currently monitoring the progress of a CD-ROM version of the 1985 bound Record (Vol. 131), which is scheduled to be distributed to all depositories sometime this summer. In April, JCP was in the process of selecting for this project one of the 4 software retrieval packages for which GPO had signed contracts in March.

A new edition of JCP's committee print, A Directory of U.S. Government Depository Libraries, is planned; it was last issued in October 1988. It has been suggested that FAX numbers for libraries be included. Foreign Relations of the U.S. is currently being distributed to depositories in microfiche format only, which has become a concern of historians and others. In March, JCP did a survey of depository format preference for this title; 944 depositories responded, with over 600 preferring paper to fiche. The new Public Printer has written to JCP, expressing his concern, but no further action has been taken.

### Cataloging Update

Gil Baldwin, Cataloging Branch Chief, reported that LPS now has 21 catalogers, an increase of 7 since last fall. The final prototype of the new GPO cataloging tape is currently being tested and evaluated at LC; subscription service for it will begin in January, 1991. Then the current Monthly Catalog tape service will be discontinued. He is working on guidelines for those who submit changes to GPO cataloging records, which may ask for photocopies of title pages, shipping lists, identification numbers, or other supporting evidence to verify the need for the change. When developed, these guidelines for change requests will appear in Admin. Notes. LPS has joined the National Library of Australia as one of the only two institutions in the world to engage in a cooperative subject cataloging authority project with LC. LPS has now eliminated all its local



authority files. Working cooperatively with the Subject Cataloging Division of Library of Congress, LPS has been establishing geographic name headings, which are added to the LC subject authority file; this project will continue as a pilot through September, when it will be evaluated.

GPO's cataloging backlog currently stands at 12,000 publications, over 99% of which have already been distributed to depositories. Two-thirds of these (7,000 publications) fall in the category of technical reports, which is next to lowest (7th of 8) in the priority scheme. Timeliness and quality are major, often conflicting, goals for GPO catalogers. Cataloging always takes place after a publication is distributed to depositories, and some delays are inevitable. Options which could increase productivity include a cataloging service contract, cooperative cataloging, and conversion of COSATI records to MARC-like cataloging. Each option has problems. His suggestion (which Council later endorsed in Recommendation 9) is to do abridged cataloging records for technical reports and non-depository publications. They would start with monographs, then expand to all publications. Abridged records would be clearly identified as such. It has been suggested that technical report numbers (fields 027 and 088) should be included. Even with the adoption of this option, eliminating the backlog will take two years or more, assuming no large increases in the meantime.

### DOE Pilot Project and Cataloging

Jannean Elliott of the Department of Energy spoke about the components of their pilot project (described earlier by Jan Erickson) and how they relate to cataloging. Two new modules are to be added to the pilot. The first converts COSATI records to MARC-like records and delivers them to the test libraries for them to download. ADP support will be needed at the test libraries to take this file and upload to an online catalog. This module will test if such a conversion can meet the needs of libraries and their online catalogs. The second module consists of a post-processing gateway, which will allow a library to bring older records on the Dialog Energy Database to ITIS and then load them into an online system. DOE wants feedback from the test libraries on both of these modules. Another component of the pilot will study what format is best for the dissemination of DOE reports, which libraries currently receive in microfiche.

### 21st Century Decennial Census Planning Staff

Sandra Rowland from the Census Bureau described the work of her staff of 9 researchers who are already preparing for the year 2000 Census. They are looking at the role of intermediaries, such as state data centers, private vendors, and depositories, in disseminating Census data. Libraries are the largest users of their printed documents, which suggests that Census advisory committees should include more documents librarians. In order to learn more about the future role of depositories in dissemination of Census data, the 21st Century Staff has contracted with Charles McClure and Peter Hernon to conduct a study. It was begun in November, 1989, and the final report is due by June 30. The study is not dealing with issues relating to the 1990 Census, but rather with trends that may impact depositories and Census data distribution in the future: new technology, possible changes in the structure of the depository program, users, political considerations, etc.

## MEETING CONVENED, THURSDAY

The meeting resumed Thursday at 8:45 a.m. with announcements. The Fall 1990 meeting will be held Oct. 24-26 at the Rosslyn Westpark Hotel in Arlington, VA, with a meeting of regional depositories held the day before. The Spring 1991 meeting will be held the 3rd week of April in Boston, MA.

Chair Ridley Kessler introduced Kathryn Heyer of Representative Jim Bates' staff, who was in the audience. Superintendent of Documents Don Fossedal spoke about Joe Cannon, recently retired Assistant Public Printer for Financial Planning and Policy, who has been ill.

The State of Government Publications Cataloging (For details on any of the following presentations on documents cataloging, contact the speakers directly.)

**\*\*Connie Kirby** (Oklahoma State University) discussed plans to produce MARC cataloging records for "pre-1976" documents. These documents were issued before GPO began cataloging on OCLC and consequently are not included in the GPO machine-readable cataloging tapes. No one library can tackle this project; the possibility of a cooperative venture, perhaps involving vendors and/or a grant, is being considered. Some of these publications have already been cataloged online, but it's unclear just how many. For various reasons, serials will have to be a separate project. Retrospective cataloging projects already underway need to be identified. 1953 was selected as a possible starting date for an initial project, since the Readex microprint series began then. But another starting date might be more logical. Other questions concern whether to include both depository and non-depository material, what categories to include, and how they should be cataloged. Cataloging and documents departments in participating libraries will have to cooperate. Depository libraries will be surveyed before any project is begun.

**\*\*Margaret Mooney** (University of California-Riverside) reported on a research project she has done comparing methods of matching library holdings against GPO tapes. For cataloging documents, use of GPO tapes is the most economical alternative, but selectives need to match what they receive to the tapes. She studied the reliability of matching depository receipts against vendor tapes by item number, SuDoc stem, and by the complete SuDoc number. Based on the results of her study, matching by the entire SuDoc number seemed to be the most reliable. Some records on the tape received may be "overmatches" or records for materials not received by the library (claims, rainchecks, titles not distributed, non-depository titles, etc.) But even with the matching problems, over 93% of records in her study matched using the item number method and 91% using the SuDocs class stem method. Her study used dBase III and tapes from Marcive's GPO tape service. It resulted in the development for her library of a multi-function documents database on a PC that is used not only for matching, but also as a temporary shelflist (until cataloging is received on Marcive tapes), as a public access catalog, and as a way to produce labels and to control claims and rainchecks.

(Note: Her research will be described in an article in an upcoming issue of Government Publications Review.)



**\*\*Joe McClane**, Depository Services Staff Chief, stressed that GPO encourages online processing for documents. Librarians are concerned about how to apply GPO instructions on bibliographic control and timely processing in an online environment. Using an online product, such as Marcive, as the basis of a shelflist is acceptable. However, libraries should have some mechanism for comparing depository receipts against vendor-supplied tapes for accuracy. Librarians may use a variety of methods, so long as they can demonstrate that standards are being met. Initial processing should be completed in a week to 10 days. Shelflist information should include "holdings records to the piece level," SuDoc numbers, and some type of accession date (to be used for the 5-year retention requirement). (Note: The shipping list number might suffice as an accession date record.) Basically, GPO is interested in the goals obtained, not just the mechanics. An article on this subject will appear in an upcoming Admin. Notes.

**\*\*Gary Cornwell** (University of Florida) described how his library processes depository receipts online, using their NOTIS system, LUIS. Their two goals are to have a GPO-produced cataloging record in their database for every depository document, and to have a check-in record in LUIS for every depository document within 10 days of receipt. In November 1989, they loaded Marcive records from 7/76 to 5/89 into LUIS. For current receipts of monographs, they are using the OCLC GOVDOC service; they excluded serials from their OCLC profile, since they want to immediately download records for new serial titles, rather than wait for tape-loaded records. They create a temporary check-in record for monographs in LUIS by creating "unlinked item records." These are searchable by call number and result in a barcoded document ready for circulation. Later, when the cataloging tapes are loaded, unlinked item records are linked to the corresponding full record, matching by OCLC number. BMER (Bibliographic Merge) allows for a downloaded bibliographic record to overlay an existing record in LUIS. They expect a minimum of 3 to 4 months delay from the receipt of a depository document to the availability of a tape record.

**\*\*Peggy Walker** (Florida Atlantic University) described how her library uses GOVDOX, a government documents microcomputer check-in system for the IBM-PC and compatibles, written in dBase III. This system is described in Library Software Review, Vol. 7, no. 1 (Jan.-Feb. 1988), p. 42-43. It was developed at George Mason University, in order to provide an online catalog for the government documents collection. Florida Atlantic University purchased this program, which is now available from Meckler, and began using it in Jan. 1989. FAU has loaded machine-readable cataloging records (purchased from Brodart) for monographs from 1981 through mid-1987. They are currently in the process of loading serial records from Marcive. In addition, they will load Marcive records from August 1987 to 1989 and begin the OCLC GOVDOC service in 1990. With documents in the online catalog they have experienced a large increase in collection use and are expecting further increases as more records are loaded into the database.

**\*\*Beverly Norton** (Brigham Young University) explained that her library has a NOTIS catalog, purchases Marcive monthly tapes, and has devised a fairly simple system using Dataperfect to create temporary cataloging records for depository receipts. Since their system won't allow them to do minimal level cataloging in their NOTIS database, they have instead developed a small database for temporary records, to run on a PC in the

documents office. They receive lists printed out by their computer center from the Marcive monthly tapes which have been loaded. These lists contain call number, record ID, title, and item number. They are used to delete records from the temporary Dataperfect database, when full records have been loaded into the NOTIS database from a Marcive tape. At the same time, barcodes are recorded on the print-outs, which are sent back to the computer center to be added to the NOTIS database. She recommends loading tape records for all of a library's documents at the same time, rather than doing it in stages as Brigham Young did (because of funding problems). When subject access to documents became available in their online catalog, they noted a 400-500% increase in use.

**\*\*Hugh O'Conner** (University of Maryland) has been using Inter-Arc's DECK (Depository Express Check-in Kit) service for labeling and for temporary bibliographic control, until full MARC cataloging is available. Subscribers can purchase part or all of the service, which is based on each library's selection profile. The shelflist service provides either cards, floppy disk or magnetic tape format for a library's documents receipts, based on shipping list information. At the University of Maryland, documents are not presently included in their GEAC online catalog, so they rely on a card shelflist. They have found the DECK preliminary cataloging cards to be less expensive than the cost of student help to produce shelflist cards locally. A new Inter-Arc product is Monthly Catalog PREVIEWS, which indexes, on a monthly and quarterly basis, depository publications which have been distributed but not cataloged.

### ACSYS Update

Bonnie Trivizas, Library Division Chief, gave an update on ACSIS (Acquisition, Classification and Shipment Information System). Her talk will appear in Admin. Notes. The purpose of ACSIS is to track individual pieces as they go through the system at GPO. Although procedures have changed somewhat since the requirements document was written in 1986-87, work on ACSIS is still proceeding. It is being done as a modular, distributed system. Completion of the components will be in 3 phases, with most of the acquisition and classification modules scheduled to be done by May 1991, the rest of acquisition/classification (including automated shipping lists) by February 1992, and the micrographics module by November 1992. Also, an office automation specialist has been hired to automate LPS using microcomputers, which will also be useful for ACSIS.

### Update on Current Issues Affecting Documents

Susan Tulis, Chair of ALA/GODORT, spoke of a project being undertaken by the DLC, GODORT, and the National Archives and Records Administration to compare regional depository holdings of "superseded documents" with those of the National Archives. She also mentioned a public meeting of the National Commission on Libraries and Information Science, to be held April 30. They will be considering the adoption of 8 draft Principles of Information Policy. The meeting announcement appeared in the Federal Register on April 5, p. 12751. GODORT also has a draft version of their 11 principles on government information, which will be voted on at ALA this summer. They are looking for volunteers to write short position papers on each of the principles. An announcement of this and a list of the principles appeared in the March edition of DTTP



(Vol. 18, no. 1). Also in that issue was announcement of the reestablished GODORT Friends of Documents Fund, made possible by Jeanne Isacco, who has designated her CIS award money for that purpose. Finally, Ms. Tulis urged people to become participants in GovDoc-L, an E-mail list for discussion of government documents issues that can be accessed on BITNET or INTERNET. Information on becoming a free subscriber is available from Diane Kovacs at Bucknell University, (717) 524-1998.

### Open Forum

Chair-Elect David Cobb presided over this segment of the afternoon program, which included discussion on the following issues:

- \* Concern was expressed about documents that have ceased publication (Dept. of State Bulletin and Business Conditions Digest) or ones that seem likely to do so (Uniform Crime Reports). JCP has no authority over the content or existence of publications. These decisions may be for budgetary reasons. Librarians should contact agencies directly and express disappointment.
- \* A large number of GAO documents have not been distributed to depository libraries. Chadwyck-Healey is selling a set of 1976-89 GAO documents in various formats; most of these were apparently never distributed by GPO. Also, concern was expressed about EPA reports missing from depository distribution but available for purchase from NTIS.
- \* Instead of some of the microfiche contracts, why doesn't GPO use COM (computer output microfiche) technology? It was promised that an explanation of this issue and the technology involved will appear in a future Admin. Notes.
- \* Library of Congress Subject Headings on CD-ROM are not available to depositories because LC feels they have fulfilled their legal obligation by providing this title in paper. Also, virtually none of the publications of the Law Library of Congress are distributed through the depository program.
- \* Much discussion addressed "cost sharing": how to define it and what it will mean for libraries. Some libraries are prohibited from charging user fees by state law or because they get LSCA funding. Kathryn Heyer of Rep. Bates' staff said that the cost sharing provision is necessary for Congressional support of the Bates bill (H.R. 3829), to allay concern that the costs of providing online services to depository libraries will get out of hand. She said that Rep. Bates understands the concerns of the depository community and has appointed a task force of librarians in his district in California to advise him.
- \* On claims: how often does GPO respond to claims with "claims copies exhausted"? GPO is keeping statistics on this. Part of the problem is that often the number of publications received at GPO for distribution is less than the correct number plus 20 claim copies. GPO contractors have a small "window" here--they can be a small percent of copies short and still fulfill the contract. It's unclear whether increasing the number of claims copies ordered would help this problem or not.

- \* Concern was expressed about GPO's decision not to reprint the 1989 Cumulative Index to the Monthly Catalog, from which periodicals supplement was omitted. This is a problem for paid subscribers, as well as depositories.
- \* At this point, it seems 1990 Census block-numbered maps may not be accompanying the Census data. Many feel it is crucial that maps for at least the MSAs (Metropolitan Statistical Areas) be made available, so that libraries can provide research services. Couldn't these be put on CD-ROM?
- \* In the bill shipments for the 101st Congress, 2d Session, the microfiche numbering sequence began over again, rather than continuing consecutively from the 101/1 fiche. This was done to eliminate the delay in sending the first 101/2 bills while finishing up the 101/1 bills, but it has caused filing problems for some libraries. An explanation will appear in Admin. Notes and the system may be changed for the 102d Congress.
- \* Anyone who finds an inconsistency between class numbers on OCLC and either a shipping list or a correction sheet should send a printout of the OCLC record with an explanation of the problem to Sheila McGarr at GPO.

#### MEETING CONVENED, FRIDAY

The meeting resumed Friday at 9:00 a.m. Council discussed and voted on 16 recommendations. All of these were passed. These have been reported in a previous edition of Admin. Notes.

It was announced that Council has created a sub-committee to work on long-range strategic planning for the future of the depository library program. This committee will present its recommendations to the Public Printer. Members are: Janet Fisher (Chair), Prue Adler, David Cobb, Robert Dugan, Sally Holterhoff, Chris Kitchens, Sioux Plummer, Judy Russell, and B.J. Swartz.

Council discussed and approved changes to the bylaws. The amended bylaws will be printed in Admin. Notes. Changes include: removing sexist language, changing "government publications" to "government information," increasing from 5 to 8 the number of working documents librarians on Council, and changing the term of office of the Chair. Janet Fisher was elected Chair-Elect. Anne Diamond is chairing a committee to revise the Federal Depository Library Manual. A list of people working on various sections will appear in Admin. Notes. They hope to have a rough draft by the Fall meeting. Mark Scully presented certificates to the out-going Council members. Chair Kessler turned over the gavel to the new Chair, David Cobb. The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Sally Holterhoff  
Secretary



## Statistical Profile of Depository Libraries Based on the 1989 Biennial Survey

The following figures are averages for each type of library, based on the total number of returns for each type as reported in the 1989 Biennial Survey. Size designations are based on the entire depository and non-depository library collections, as follows: Small = 0 - 150,000 vols., Medium = 150,000 - 600,000 vols., Large = over 600,000.

### Library type: Academic general, Small

Staffing:	Prof.: 11	Non-prof.: 19		
Item nos.:	Selected: 961	Added: 113	Dropped: 26	
Docs. rec'd weekly:	Paper: 155	Fiche: 144	Maps: 4	
Docs. with-drawn/year:	Paper: 1166	Fiche: 713	Maps: 5	
Number of:	Copiers: 2	Fiche readers: 4		
	Reader/printers: 2	Fiche duplicators: 0		
	FAX machines: 0	On-line services: 1		
	Claims/month: 2			

### Library type: Academic general, Medium

Staffing:	Prof.: 21	Non-prof.: 39		
Item nos.:	Selected: 1957	Added: 129	Dropped: 25	
Docs. rec'd weekly:	Paper: 174	Fiche: 248	Maps: 19	
Docs. with-drawn/year:	Paper: 2526	Fiche: 1164	Maps: 37	
Number of:	Copiers: 3	Fiche readers: 6		
	Reader/printers: 2	Fiche duplicators: 0		
	FAX machines: 0	On-line services: 2		
	Claims/month: 4			

### Library type: Academic general, Large

Staffing:	Prof.: 53	Non-prof.: 99		
Item nos.:	Selected: 4325	Added: 191	Dropped: 25	
Docs. rec'd weekly:	Paper: 296	Fiche: 402	Maps: 81	
Docs. with-drawn/year:	Paper: 3784	Fiche: 1870	Maps: 704	
Number of:	Copiers: 9	Fiche readers: 13		
	Reader/printers: 4	Fiche duplicators: 0		
	FAX machines: 1	On-line services: 5		
	Claims/month: 8			

**Library type: Academic law, Small**

Staffing:	Prof.: 10	Non-prof.: 18		
Item nos.:	Selected: 424	Added: 22	Dropped: 4	
Docs. rec'd weekly:	Paper: 54	Fiche: 189	Maps: 0	
Docs. with-drawn/year:	Paper: 86	Fiche: 129	Maps: 0	
Number of:	Copiers: 3	Fiche readers: 3		
	Reader/printers: 1	Fiche duplicators: 0		
	FAX machines: 1	On-line services: 2		
	Claims/month: 2			

**Library type: Academic law, Medium**

Staffing:	Prof.: 18	Non-prof.: 27		
Item nos.:	Selected: 959	Added: 72	Dropped: 19	
Docs. rec'd weekly:	Paper: 223	Fiche: 195	Maps: 26	
Docs. with-drawn/year:	Paper: 699	Fiche: 990	Maps: 3	
Number of:	Copiers: 5	Fiche readers: 4		
	Reader/printers: 2	Fiche duplicators: 0		
	FAX machines: 1	On-line services: 5		
	Claims/month: 3			

**Library type: Academic Law, Large**

Staffing:	Prof.: 12	Non-prof.: 21		
Item nos.:	Selected: 1160	Added: 49	Dropped: 6	
Docs. rec'd weekly:	Paper: 147	Fiche: 143	Maps: 2	
Docs. with-drawn/year:	Paper: 204	Fiche: 472	Maps: 0	
Number of:	Copiers: 7	Fiche readers: 8		
	Reader/printers: 6	Fiche duplicators: 1		
	FAX machines: 1	On-line services: 6		
	Claims/month: 3			



**Library type: Public, Small**

Staffing:	Prof.: 19	Non-prof.: 14		
Item nos.:	Selected: 975	Added: 102	Dropped: 34	
Docs. rec'd weekly:	Paper: 91	Fiche: 66	Maps: 4	
Docs. with-drawn/year:	Paper: 1587	Fiche: 445	Maps: 11	
Number of:	Copiers: 2	Fiche readers: 3		
	Reader/printers: 2	Fiche duplicators: 0		
	FAX machines: 0	On-line services: 1		
	Claims/month: 2			

**Library type: Public, Medium**

Staffing:	Prof.: 15	Non-prof.: 19		
Item nos.:	Selected: 1487	Added: 85	Dropped: 45	
Docs. rec'd weekly:	Paper: 129	Fiche: 70	Maps: 5	
Docs. with-drawn/year:	Paper: 2377	Fiche: 867	Maps: 29	
Number of:	Copiers: 3	Fiche readers: 4		
	Reader/printers: 2	Fiche duplicators: 0		
	FAX machines: 1	On-line services: 1		
	Claims/month: 2			

**Library type: Public, Large**

Staffing:	Prof.: 45	Non-prof.: 62		
Item nos.:	Selected: 3207	Added: 147	Dropped: 68	
Docs. rec'd weekly:	Paper: 499	Fiche: 441	Maps: 40	
Docs. with-drawn/year:	Paper: 2396	Fiche: 3909	Maps: 138	
Number of:	Copiers: 5	Fiche readers: 9		
	Reader/printers: 4	Fiche duplicators: 0		
	FAX machines: 1	On-line services: 3		
	Claims/month: 6			

**Library type: Federal Agency, Small**

Staffing:	Prof.:	8	Non-prof.:	9	
Item nos.:	Selected:	651	Added:	25	Dropped: 19
Docs. rec'd weekly:	Paper:	70	Fiche:	54	Maps: 2
Docs. with-drawn/year:	Paper:	121	Fiche:	114	Maps: 0
Number of:	Copiers:		2	Fiche readers:	2
	Reader/printers:		2	Fiche duplicators:	0
	FAX machines:		1	On-line services:	9
	Claims/month:		2		

**Library type: Federal Agency, Medium**

Staffing:	Prof.:	16	Non-prof.:	14	
Item nos.:	Selected:	789	Added:	37	Dropped: 4
Docs. rec'd weekly:	Paper:	584	Fiche:	101	Maps: 3
Docs. with-drawn/year:	Paper:	154	Fiche:	98	Maps: 9
Number of:	Copiers:		2	Fiche readers:	3
	Reader/printers:		3	Fiche duplicators:	0
	FAX machines:		1	On-line services:	6
	Claims/month:		1		

**Library type: Federal Agency, Large**

Staffing:	Prof.:	3	Non-prof.:	6	
Item nos.:	Selected:	1278	Added:	54	Dropped: 26
Docs. rec'd weekly:	Paper:	132	Fiche:	164	Maps: 3
Docs. with-drawn/year:	Paper:	392	Fiche:	100	Maps: 0
Number of:	Copiers:		7	Fiche readers:	2
	Reader/printers:		5	Fiche duplicators:	1
	FAX machines:		1	On-line services:	9
	Claims/month:		2		



**Library type: Federal Court, Small**

Staffing:	Prof.:	3	Non-prof.:	4	
Item nos.:	Selected:	231	Added:	15	Dropped: 2
Docs. rec'd weekly:	Paper:	29	Fiche:	166	Maps: 0
Docs. with-drawn/year:	Paper:	176	Fiche:	252	Maps: 0
Number of:	Copiers:	1		Fiche readers:	2
	Reader/printers:	2		Fiche duplicators:	1
	FAX machines:	0		On-line services:	2
	Claims/month:	1			

**Library type: Federal Court, Medium**

Staffing:	Prof.:	0	Non-prof.:	0	
Item nos.:	Selected:	0	Added:	0	Dropped: 0
Docs. rec'd weekly:	Paper:	0	Fiche:	0	Maps: 0
Docs. with-drawn/year:	Paper:	0	Fiche:	0	Maps: 0
Number of:	Copiers:	0		Fiche readers:	0
	Reader/printers:	0		Fiche duplicators:	0
	FAX machines:	0		On-line services:	0
	Claims/month:	0			

**Library type: Federal Court, Large**

Staffing:	Prof.:	0	Non-prof.:	0	
Item nos.:	Selected:	0	Added:	0	Dropped: 0
Docs. rec'd weekly:	Paper:	0	Fiche:	0	Maps: 0
Docs. with-drawn/year:	Paper:	0	Fiche:	0	Maps: 0
Number of:	Copiers:	0		Fiche readers:	0
	Reader/printers:	0		Fiche duplicators:	0
	FAX machines:	0		On-line services:	0
	Claims/month:	0			

**Library type: Service Academy, Small**

Staffing:	Prof.:	14	Non-prof.:	29	
Item nos.:	Selected:	965	Added:	29	Dropped: 5
Docs. rec'd					
weekly:	Paper:	120	Fiche:	92	Maps: 83
Docs. with-					
drawn/year:	Paper:	631	Fiche:	89	Maps: 13
Number of:	Copiers:		1	Fiche readers:	5
	Reader/printers:		2	Fiche duplicators:	0
	FAX machines:		0	On-line services:	2
	Claims/month:		1		

**Library type: Service Academy, Medium**

Staffing:	Prof.:	30	Non-prof.:	37	
Item nos.:	Selected:	1174	Added:	46	Dropped: 8
Docs. rec'd					
weekly:	Paper:	247	Fiche:	166	Maps: 4
Docs. with-					
drawn/year:	Paper:	2067	Fiche:	584	Maps: 0
Number of:	Copiers:		5	Fiche readers:	5
	Reader/printers:		3	Fiche duplicators:	0
	FAX machines:		0	On-line services:	3
	Claims/month:		1		

**Library type: Service Academy, Large**

Staffing:	Prof.:	1	Non-prof.:	1	
Item nos.:	Selected:	18	Added:	5095	Dropped: 804
Docs. rec'd					
weekly:	Paper:	475	Fiche:	120	Maps: 0
Docs. with-					
drawn/year:	Paper:	804	Fiche:	0	Maps: 0
Number of:	Copiers:		3	Fiche readers:	4
	Reader/printers:		7	Fiche duplicators:	2
	FAX machines:		1	On-line services:	3
	Claims/month:		6		



**Library type: State Library, Small**

Staffing:	Prof.: 23	Non-prof.: 20		
Item nos.:	Selected: 1053	Added: 45	Dropped: 13	
Docs. rec'd weekly:	Paper: 111	Fiche: 67	Maps: 1	
Docs. with-drawn/year:	Paper: 1822	Fiche: 232	Maps: 2	
Number of:	Copiers: 2	Fiche readers: 2		
	Reader/printers: 1	Fiche duplicators: 0		
	FAX machines: 0	On-line services: 27		
	Claims/month: 1			

**Library type: State Library, Medium**

Staffing:	Prof.: 24	Non-prof.: 34		
Item nos.:	Selected: 2707	Added: 430	Dropped: 11	
Docs. rec'd weekly:	Paper: 328	Fiche: 605	Maps: 194	
Docs. with-drawn/year:	Paper: 2984	Fiche: 1346	Maps: 13	
Number of:	Copiers: 2	Fiche readers: 3		
	Reader/printers: 2	Fiche duplicators: 0		
	FAX machines: 1	On-line services: 3		
	Claims/month: 4			

**Library type: State Library, Large**

Staffing:	Prof.: 71	Non-prof.: 111		
Item nos.:	Selected: 5870	Added: 28	Dropped: 3	
Docs. rec'd weekly:	Paper: 364	Fiche: 492	Maps: 38	
Docs. with-drawn/year:	Paper: 2840	Fiche: 2896	Maps: 14	
Number of:	Copiers: 3	Fiche readers: 8		
	Reader/printers: 3	Fiche duplicators: 1		
	FAX machines: 1	On-line services: 26		
	Claims/month: 6			

**Library type: State Court (Highest Appellate), Small**

Staffing:	Prof.: 9	Non-prof.: 7		
Item nos.:	Selected: 268	Added: 24	Dropped: 26	
Docs. rec'd weekly:	Paper: 38	Fiche: 39	Maps: 0	
Docs. with-drawn/year:	Paper: 1484	Fiche: 131	Maps: 2	
Number of:	Copiers: 2	Fiche readers: 2		
	Reader/printers: 1	Fiche duplicators: 0		
	FAX machines: 0	On-line services: 2		
	Claims/month: 1			

**Library type: State Court (Highest Appellate), Medium**

Staffing:	Prof.: 12	Non-prof.: 10		
Item nos.:	Selected: 714	Added: 12	Dropped: 4	
Docs. rec'd weekly:	Paper: 114	Fiche: 247	Maps: 0	
Docs. with-drawn/year:	Paper: 918	Fiche: 457	Maps: 0	
Number of:	Copiers: 4	Fiche readers: 2		
	Reader/printers: 2	Fiche duplicators: 0		
	FAX machines: 1	On-line services: 2		
	Claims/month: 2			

**Library type: State Court (Highest Appellate), Large**

Staffing:	Prof.: 10	Non-prof.: 40		
Item nos.:	Selected: 607	Added: 82	Dropped: 0	
Docs. rec'd weekly:	Paper: 28	Fiche: 10	Maps: 0	
Docs. with-drawn/year:	Paper: 0	Fiche: 0	Maps: 0	
Number of:	Copiers: 2	Fiche readers: 1		
	Reader/printers: 1	Fiche duplicators: 0		
	FAX machines: 1	On-line services: 1		
	Claims/month: 0			



**Library type: Special (Historical, Medical, etc.), Small**

Staffing:	Prof.: 9	Non-prof.: 5		
Item nos.:	Selected: 524	Added: 16	Dropped: 3	
Docs. rec'd weekly:	Paper: 91	Fiche: 116	Maps: 22	
Docs. with-drawn/year:	Paper: 272	Fiche: 1048	Maps: 1	
Number of:	Copiers: 2	Fiche readers: 2		
	Reader/printers: 1	Fiche duplicators: 0		
	FAX machines: 0	On-line services: 3		
	Claims/month: 1			

**Library type: Special (Historical, Medical, etc.), Medium**

Staffing:	Prof.: 12	Non-prof.: 12		
Item nos.:	Selected: 588	Added: 19	Dropped: 16	
Docs. rec'd weekly:	Paper: 76	Fiche: 64	Maps: 5	
Docs. with-drawn/year:	Paper: 1960	Fiche: 233	Maps: 0	
Number of:	Copiers: 3	Fiche readers: 2		
	Reader/printers: 1	Fiche duplicators: 0		
	FAX machines: 1	On-line services: 2		
	Claims/month: 1			

**Library type: Special (Historical, Medical, etc.), Large**

Staffing:	Prof.: 10	Non-prof.: 11		
Item nos.:	Selected: 1990	Added: 7	Dropped: 2	
Docs. rec'd weekly:	Paper: 30	Fiche: 6	Maps: 3	
Docs. with-drawn/year:	Paper: 22	Fiche: 12	Maps: 0	
Number of:	Copiers: 8	Fiche readers: 6		
	Reader/printers: 4	Fiche duplicators: 0		
	FAX machines: 2	On-line services: 3		
	Claims/month: 1			

\*\*\*\*\*



## Readers Exchange

### New Jersey Librarians Communicate via Electronic Bulletin Board!

The Documents Association of New Jersey (DANJ) has selected Palinet's electronic mail system, Computer Access Linking Libraries (CALL), to provide an electronic bulletin board service for association members. The concept for an online network for depository libraries in New Jersey originated with Mr. Paul Pattwell, Regional Depository Librarian at the Newark Public Library, who envisioned a system that would both promote and assist selective depositories in the state.

Encouraged by Mr. Pattwell's idea, DANJ formed an ad hoc committee in September 1989 to explore the potential of electronic bulletin boards. The four test sites chosen for the pilot project - Newark Public Library, the New Jersey State Library, Rutgers University Library of Arts and Sciences at Camden, and the Wayne Public Library - found that the CALL system was an effective and efficient way to communicate announcements, workshops, collection development policies, discard lists, and reference queries. All agreed that an electronic bulletin board would help to facilitate the networking that is essential to excellent library performance.

One of the benefits that will be highlighted in future DANJ workshops is the system's potential as a reference tool for both depository and non-depository librarians. Members will have access to one, several, or all subscriber libraries and their collections with just a touch of the keyboard. Time spent tracking that elusive document or documents specialist can now be put to more productive use. The electronic bulletin board also makes librarians aware of selective depositories that may have been under-utilized in the past.

Perhaps the most useful function for depository librarians is the system's ability to handle the delisting of documents. Depository staff spend hours typing, photocopying, and mailing discard lists. With the electronic bulletin board, lists can be uploaded once into the group (DANJ) mailbox, thereby saving considerable time and expense. Members can download the lists and respond to them at their convenience. CALL can encourage communication among libraries because of its easy-to-use menu-driven system and its economic advantages. There are no maintenance fees for Palinet subscribers and an 800 number provides the connection to the central computer.

The electronic bulletin board system to link libraries in an online network has the potential to provide an awareness and appreciation of government documents far beyond the depository community. There are currently 43 libraries in New Jersey and Pennsylvania participating in the CALL system, 33 of which are selective depositories, with more planning to come online in the future.

Carol Martin  
Documents Librarian  
Wayne Public Library  
Wayne, NJ 07470-3585





# News Letter

UNITED STATES GOVERNMENT PRINTING OFFICE

June/July 1990

Office of the Public Printer

Volume 14, Number 6

## Office Issues Guidelines on Publication Inclusion in Depository Library Program

Circular Letter No. 320, "Guidelines for the Provision of Government Publications for Depository Library Distribution," has been distributed to Federal agencies. The long-awaited issuance should clear up any agency uncertainty regarding the inclusion of publications in the Depository Library Program. Because of a lack of clearcut guidelines in the past, gaps frequently occurred in the kinds of publications made available to the libraries. The situation created a "fugitive" document problem, which deprived both the agencies and the public of an effective avenue of access to Government information. The guidelines also include information on whom to contact if you have questions regarding the Sales, Depository Library, or Marketing programs.

## Public Printer Addresses Federal Publishers Committee

Public Printer Robert W. Houk outlined goals and objectives for GPO at the June meeting of the Federal Publishers Committee (FPC). He offered to work closely with the Federal publishing community and stressed his commitment to modernizing GPO operations and strengthening the Depository Library Program.

During the same meeting, it was announced that Jane Ross, Soil Conservation Service, Department of Agriculture, has been appointed chair of FPC's Marketing and Promotions Task Force. For further information on the Task Force, please contact Ross at (202) 447-3537.

## Report Outlines Alkaline Paper Issues

As the threat of self-destruction of books printed on acid-based papers becomes more immediate, the concern for extending the archival life of publications with enduring value has grown. As a result, at the direction of the Committee on Appropriations of the House of Representatives, GPO has developed a plan to facilitate the use of alkaline paper within the Federal Government. Developed in consultation with the Joint Committee on Printing, the plan commits GPO to take three important steps: 1) identify the extent, source, and types of archival-type printing matter produced in-house and acquired commercially by GPO or other agencies; 2) ensure that alkaline paper with improved longevity is used in printing Government publications designated as having enduring value; and 3) provide for accurate reporting of alkaline paper usage.

Approximately 57 percent of the paper purchased by GPO in fiscal year 1989 for in-house use and supplied to Federal agencies was produced by paper mills using alkaline production processes. This paper was purchased at prices competitive with acid paper. It is estimated that approximately 40 percent of the volume of paper used to produce contract printing for GPO is alkaline. The implementation of the Environmental Protection Agency's guidelines on recycled paper in 1989 does not appear to have adversely affected the Federal Government's ability to obtain adequate supplies of alkaline paper.

Copies of the report, *Use of Alkaline Paper in Government Printing*, can be obtained from GPO's Office of Public Affairs, (202) 275-3541.

## Alkaline Paper Survey Begins in Depository Libraries

As noted, one of the steps to be taken in facilitating the use of alkaline paper requires that those publications having enduring value be identified. To accomplish this, libraries served by the Depository Library Program will be surveyed by GPO to determine which acquisitions currently being received in paper format are considered to be of enduring value. Survey results will be coordinated with agency publishers to provide for agency input and to obtain information on any additional publications regarded as having enduring value.

## Regional Managers Meet in Columbus

GPO's Columbus Regional Printing Procurement Office served as host for the annual Regional Managers Conference in May. Managers from each of GPO's 14 regional offices had their first opportunity to meet with Public Printer Houk and to discuss current issues and problems relating to the regional procurement effort.

## Institute Announces Upcoming Courses

To assist agencies with their budget planning, GPO's Institute for Federal Printing and Publishing has issued its tentative course schedule through September 1991. Not all dates are firm and several additional courses will be added in the future. No changes are anticipated in those courses scheduled through next January.

August 22, 23, 1990—Atlanta, GA—**Introduction to Regional Printing** is a newly developed course designed to acquaint agency personnel with basic printing, publishing, and procurement information they require to serve the needs of their agencies. The cost is \$195.

September 5, 6, 1990—Wright Patterson AFB, Dayton, OH—**Introduction to Regional Printing.** The cost is \$195.

September 10, 11, 12, 1990—Washington, DC—**Printing Assistant Orientation** was developed by GPO's Customer Service Department. Participants become familiar with the services, procedures, and facilities of main GPO. The cost is \$295.

October 18, 19, 1990—Washington, DC—**Proofs and Press Sheet Inspections (PSI's)** is a new course which defines types of proofs and systems with information on what each will accomplish, discusses when and what proofs to request, defines press sheet inspections and discusses their purpose, identifies the relation between proofs and PSI's, discusses PSI scheduling and costs, procedures, quality control, and offers advice to agency representatives. The cost is \$195.

November 7, 8, 1990—Philadelphia, PA—**Introduction to Regional Printing.** The cost is \$195.

November 26, 27, 28, 1990—Washington, DC—**Printing Assistant Orientation.** The cost is \$295.

December 3, 4, 5, 1990—Washington, DC—**Editorial Planning for Printing Production** is conducted by the Customer Service Department's Typography and Design Division. Attendees learn how to apply Federal printing guidelines to jobs and become familiar with the services and facilities available at main GPO. This seminar is designed for writers, editors, and editorial assistants (GS-1082, -1083, and -1087) from grades 5 through 12. The cost is \$295.

January 9, 10, 1991—Washington, DC—**Quality Assurance Through Attributes Program (QATAP)** is a new course designed to provide an overview of the QATAP system. Product quality levels are defined

through specific product characteristics in measurable terms. Product sampling, inspection, and subsequent acceptance or rejection are covered. The cost is \$195.

January 11, 1991—Washington, DC—**Cost Estimating** includes information concerning the PICS cost estimating function and a cost estimating form agencies can use on their own. Additionally, GPO's Financial Management Service provides an update on charges to agencies. The cost is \$95.

March—**Introduction to Regional Printing.** Boston or St. Louis. The cost is \$195.

April—**Printing Assistant Orientation.** Washington, DC. The cost is \$295.

May—**Proofs and Press Sheet Inspections.** Washington, DC. The cost is \$195.

June—**Editorial Planning for Printing Production.** Washington, DC. The cost is \$295.

July—**Introduction to Regional Printing.** San Francisco or Seattle. The cost is \$195.

September—**Printing Assistant Orientation.** Washington, DC. The cost is \$295.

Reservations for these courses may be made by submitting a "Request, Authorization, Agreement and Certification of Training," SF-182, or equivalent. Nominees will receive notification of acceptance. Send the SF-182 to:

Institute for Federal Printing and Publishing  
Mail Stop: WT  
U.S. Government Printing Office  
Washington, DC 20401-0018

## **United States Government Printing Office**

Washington, DC 20401

OFFICIAL BUSINESS

Penalty for private use, \$300

PA

Postage and Fees Paid

GPO

Permit No. G-26

FIRST-CLASS MAIL



# Update to the List of Classes

Date 7-24-901990-10Page 1 of 3

Class no.	Item no.	Change/Notice
A 13.36/2-3:	0086-H	Intermountain Region Organization Directory (annual) (P), will be added to item number 0086-H.
A 13.82/9:	0079-E	New from North Central Publications (P), frequency has changed to biannual.
A 57.46/7:	0102-B-47	Title has changed to Basin Outlook Reports-Washington.
A 57.46/10:	0102-B-50	Title has changed to Basin Outlook Reports-Wyoming.
A 88.16/4:	0024-C	Livestock, Meat, Wool Market News, Weekly Summary and Statistics (P), format will change to MF starting with the May 5, 1990 issue.
A 98.17:	0074-A-05	Study of WIC Participant and Program and Program Characteristics (biennial) (MF), will be added to item number 0074-A-05.
A 98.18:	0074-A-01	Regulations, Rules and Instructions (P), will be offered on a future survey. This issue will be shipped under item number 0074-A-01.
AE 2.106/2-2:	0573-C	List of CFR Sections Affected (cumulative), will be sent as related material under item number 0573-C.
C 55.416/7:	0192-A	IFR Wall Planning Chart-East, has been discontinued with the issue dated 6-28-90.
C 55.416/7-1:	0192-A-08	IFR Wall Planning Chart-West, has been discontinued with the issue dated 6-28-90.
C 55.416/17:	0192-A-21	IFR Enroute High Altitude Planning Chart-U.S., has been discontinued with the issue dated 5-3-90.

# Update to the List of Classes

Date 7-24-901990-10Page 2 of 3

Class no.	Item no.	Change/Notice
C 55.434:	0191-B-08	NOAA National Status and Trends Program and Quality Assurance Program for Marine Environmental Measurements, has been discontinued.
C 59.9/3:	0131-A	Business Conditions Digest Supplements (P), has been discontinued.
D 1.94:	0434-B-01	Strategic and Critical Materials Report to the Congress (semi-annual) (MF), will be added to item number 0434-B-01.
D 7.6/21:	0314-A-16	DRMS World, has been discontinued.
D 103.24/15:	0334-A-27	Water Operations Technical Support, frequency has changed to irregular.
D 103.42/13:	0334-A-20	Preliminary Data Summary (monthly) (P), will be added to item number 0334-A-20.
D 305.21/2:	0425-A-08	Journal of Legal Studies (P), will be added to item number 0425-A-08.
E 1.93:	1051-H	Nuclear Safety, frequency has changed to quarterly.
E 3.11/20-4:	0435-H	International Oil and Gas Exploration and Development Activities (quarterly) (P), frequency has changed to MF.
ED 1.330:	0461-D-05	Directories (P), will be offered on a on a future survey. This issue will be shipped under item number 0461-D-05.
EP 1.17/5:	0431-I-07	Reusable News (quarterly) (P), will be added to item number 0431-I-07.
HE 20.8018/3:	0497-D-09	OSAP Technical Report (series)(MF), will be added to item number 0497-D-09.
I 29.126:	0648-E	Directories (P), will be offered on a future survey. This issue will be shipped under item number 0648-E.
I 49.105:	0616-A-01	Fisheries Academy, Course Catalog (P), will be added to item number 0616-A-01.

# Update to the List of Classes

Date 7-24-901990-10Page 3 of 3

Class no.	Item no.	Change/Notice
J 16.1:	0726-C-05	Prisons Bureau Annual Report, title has changed to State of the Bureau (annual).
J 24.18/4:	0968-F-02	Intelligence Trends (quarterly), the frequency has changed to irregular.
L 1.88:	0745-A-04	U.S. Dept. of Labor Program Highlights Fact Sheet (series)(P), will be added to item number 0745-A-04.
NAS 1.85:	0830-A-01	NASA Budget Estimates (annual) (MF), will be added to item number 0830-A-01.
OP 1.9:	0834-W-03	Topics (quarterly) (P), is no longer being published.
P 1.3/2:	0837-C	Postal Inspection Service Bulletin (quarterly)(P), will be added to item number 0837-C.
S 1.1/9:	0863	The Secretary's Semiannual Management Report to the Congress (MF), will be added to item number 0863.
SE 1.35/2:	0907-B	Final Report of the SEC Government-Business Forum on Small Business Capital Foramtion (annual)(P), will be added to item number 0907-B.
T 34.11	0974	News Digest (quarterly)(P), will no longer be sent to depository.
T 22.2/15:7141/	0956-J	Order Point Bulletin (bimonthly)(P), will be added to item number 0956-J.
Y 3.N88:14/	1051-H-19	Telephone Directory (MF), frequency has changed to irregular.
Y 10.20:	1005-E	Responsibilities and Organization (biennial)(P), will be added to item number 1005-E.



UNITED STATES SENATE  
101st Congress

Senate Committee Hearings  
Listed in Numerical Sequence

1990, No. 6

June 1990

Page 1 of 5

Number	Title	Committee
101-290, Pt.2	Drugs and Violence: The Criminal Justice System in Crisis (Field hearing held in Detroit, MI) (Part 1 of this hearing was printed with an incomplete identifying number; its complete designation is S.Hrg.101-290,Pt.1)	Governmental Affairs
101-508, Pt.2	Airline Competition Enhancement Act of 1989 (S. 1741) (Part 1 of this hearing was printed with an incomplete identifying number; its complete designation is S.Hrg.101-508,Pt.1)	Commerce, Science, and Transportation
101-526, Pt.2	Japanese Trade Barriers to Forest Products	Finance
101-635, Pt.2	The Administration's Budget Proposal for the SBA for Fiscal Year 1991	Small Business
* * *	* * * * *	* * * * *
101-678, Pt.1	Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriations for Fiscal Year 1991 (H.R. 5021) (Arms Control and Disarmament Agency, Board for International Broadcasting, Department of Commerce, Federal Communications Commission, Securities and Exchange Commission, U.S. Information Agency)	Appropriations
101-679	Presidential Energy Efficiency Ratings Act (S. 1355)	Energy and Natural Resources
101-680	Access to Care for the Elderly (Field hearing held in Aberdeen, SD)	Aging
101-681	Medigap Insurance: Cost, Confusion, and Criminality (Field hearing held in Madison, Wisconsin)	Aging
101-682	Prenatal Care in the 1990's: Assuring a Healthy Start (Field hearing held in Philadelphia, PA)	Governmental Affairs
101-683	Impacts of Past Uranium Mining Practices (Field hearing held in Shiprock, NM)	Energy and Natural Resources
101-684	The General Accounting Office's Audit of the Federal Savings and Loan Insurance Corporation	Banking, Housing, and Urban Affairs

UNITED STATES SENATE  
101st Congress

AN-v11-#18-8/31/90

Senate Committee Hearings  
Listed in Numerical Sequence

1990, No. 6

June 1990

Page 2 of 5

Number	Title	Committee
101-685	The Use and Regulation of Lawn Care Chemicals	Environment and Public Works
101-686	Government Observation of Safety and Health Standards (S. 464)	Judiciary
101-687	Reinstating Oil and Gas Lease LA 033164 and the Stock Raising Homestead Act (S. 1805 and H.R. 3727, S. 1908, H.R. 737)	Energy and Natural Resources
101-688	Preparing the Nation for Natural Disasters	Commerce, Science, and Transportation
101-689	FCC Syndicated Exclusivity Rules	Commerce, Science, and Transportation
101-690	To Examine Problems Confronting Small Businesses and EPA's Regulations on Underground Storage Tanks	Small Business
101-691	To Examine Small Business Trade Opportunities With the Soviet Union and Eastern Europe	Small Business
101-692	Reauthorization of the Tribally Controlled College Assistance Act of 1978 (S. 2167 and S. 2213) (Field hearing held in Bismarck, ND)	Indian Affairs
101-693	Quality of U.S. Health Statistics and to Review Year 2000 Objectives	Governmental Affairs
101-694	Moral Rights in Our Copyright Laws (S. 1198 and S. 1253)	Judiciary
101-695	FAA Authorization (S. 2268)	Commerce, Science, and Transportation
101-696	Nomination of Anthony Hope	Indian Affairs
101-697	Super IRA Proposal (S. 1682)	Finance
101-698	Federal Implementation of OBRA 1987 Nursing Home Reform Provisions	Aging
101-699	Civilian Nuclear Waste Program	Energy and Natural Resources
101-700	Options in Access to Health Care	The Pepper Commission, U.S. Bipartisan Commission on Comprehensive Health Care
101-701	Nomination--Commerce (White, Robert M.)	Commerce, Science, and Transportation

UNITED STATES SENATE  
101st Congress

Senate Committee Hearings  
Listed in Numerical Sequence

1990, No. 6

June 1990

Page 3 of 5

Number	Title	Committee
101-702	Cable TV Consumer Protection Act of 1989 (S. 1880)	Commerce, Science, and Transportation
101-703	The Effects of the European Community Integration on Small Businesses in the United States	Small Business
101-704	Oversight on the Implementation of the Agricultural Credit Act of 1987 (Field hearings held in Sioux City, IA, Bismarck, ND, and Washington, DC)	Agriculture, Nutrition, and Forestry
101-705	Crack Trafficking in Rural America (Field hearing held in Georgetown, Delaware)	Judiciary
101-706	Roundtable Hearing on the Safety and Soundness of Fannie Mae and Freddie Mac	Banking, Housing, and Urban Affairs
101-707, Pt.1	Tobacco Product Education and Health Protection Act of 1990 (S. 1883)	Labor and Human Resources
101-708, Vol.I	Concurrent Resolution on the Budget for Fiscal Year 1991: Economics	Budget
101-708, Vol.II	Concurrent Resolution on the Budget for Fiscal Year 1991: National Security; and International Affairs	Budget
101-708, Vol.III	Concurrent Resolution on the Budget for Fiscal Year 1991 (Not yet authorized for printing)	Budget
101-709	Drug Problems in Arkansas: The State and Local Response (Field hearing held in Little Rock, AR)	Governmental Affairs
101-710	Deceptive Social Security Mass Mailings to the Elderly	Finance
101-711	Nomination--Amtrak (Thompson, Tommy G.)	Commerce, Science, and Transportation
101-712	U.S. International Drug Policy	Caucus on International Narcotics Control



UNITED STATES SENATE  
101st Congress

AN-v11-#18-8/31/90

Senate Committee Hearings  
Listed in Numerical Sequence

1990, No. 6

June 1990

Page 4 of 5

Number	Title	Committee
101-713, Pt.1	Departments of Labor, Health and Human Services, Education, and Related Agencies Appropriations for Fiscal Year 1991 (ACTION, Corporation for Public Broadcasting, Department of Education, Department of Labor, Federal Mediation and Conciliation Service, Federal Mine Safety and Health Review Commission, National Commission on Acquired Immune Deficiency Syndrome, National Commission on Libraries and Information Science, National Council on Disability, National Labor Relations Board, National Mediation Board, Occupational Safety and Health Review Commission, Physician Payment Review Commission, Prospective Payment Review Commission, Railroad Retirement Board, U.S. Institute of Peace, U.S. Soldiers' and Airmen's Home)	Appropriations
101-713, Pt.2	Departments of Labor, Health and Human Services, Education, and Related Agencies Appropriations for Fiscal Year 1991 (Department of Health and Human Services)	Appropriations
101-714	Third World Debt Strategy	Banking, Housing, and Urban Affairs
101-715	Health Effects of Lead Exposure	Environment and Public Works
101-716	Federal Nuclear Facilities Environmental Response Act (S. 1462)	Environment and Public Works
101-717	Water Resources Development Act of 1990 (S. 2183)	Environment and Public Works
101-718	Convention Against Torture	Foreign Relations
101-719	National Capital Transportation Amendments Act of 1989 (S. 612)	Governmental Affairs
101-720	The Future of Head Start	Joint Economic
101-721	Historic Preservation Administration Act of 1989 and the National Historic Preservation Policy Act of 1989 (S. 1578 and S. 1579) (Field hearings held in Washington, DC, and Savannah, GA)	Energy and Natural Resources

UNITED STATES SENATE  
101st Congress

Senate Committee Hearings  
Listed in Numerical Sequence

1990, No. 6

June 1990

Page 5 of 5

Number	Title	Committee
101-722	Federal Role in Promoting and Using Special Alternative Incarceration (Field hearings held in Lansing, MI and Washington, DC)	Governmental Affairs
101-723	Children of Substance Abusers (Field hearing held in New York, NY)	Labor and Human Resources
101-724	Options in Long-Term Care	The Pepper Commission, U.S. Bipartisan Commission on Comprehensive Health Care
101-725	Sustainable Agricultural Development in Ethiopia	Joint Economic
101-726	Nomination--FCC (Barrett, Andrew C.)	Commerce, Science, and Transportation
101-727	Nomination of James S. Halpern	Finance
101-728	Construction Safety, Health and Education Improvement Act of 1989 (S. 930)	Labor and Human Resources
101-729	The 1990 Economic Report of the President	Joint Economic
101-730	Nomination--USCG (Kime, Rear Adm. J. William; Daniel, Rear Adm. Martin H.)	Commerce, Science, and Transportation
101-731	Nomination of Annice M. Wagner	Governmental Affairs
101-732	Financial Management Problems in the U.S. Air Force	Governmental Affairs
101-733	NTSB Authorizations	Commerce, Science, and Transportation
101-734	Small Communities Environmental Assistance (S. 1296, S. 1331, S. 1514, and S. 2184)	Environment and Public Works
101-735	The Feasibility of an Environmental Research Institute and the Pollution Prosecution Act of 1990 (S. 2371 and S. 2176)	Environment and Public Works
101-736	Steroids in Amateur and Professional Sports--The Medical and Social Costs of Steroid Abuse (Field hearings held in Newark, DE, and Washington, DC)	Judiciary

UNITED STATES SENATE  
101st Congress

AN-v11-#18-8/31/90

Senate Committee Prints  
Listed in Numerical Sequence

1990, No. 6

June 1990

Page 1 of 1

Number	Title	Committee
101-97	Legislative Calendar (Interim Edition)	Finance
* * *	* * * * *	* * * * *
101-101	Not yet authorized for printing	
101-102	Publications List (For 99th, 100th, and 101st Congresses) (June 1990)	Energy and Natural Resources
101-103	Not yet authorized for printing	
101-104	Drug Money Laundering, Banks and Foreign Policy: September 27, October 4, and November 1, 1989	Foreign Relations
101-105	Legal Issues Relating to the Future Status of Germany	Foreign Relations
101-106	Workshop on U.S.-U.S.S.R. Commercial Relations, April 17, 1989	Foreign Relations
101-107	Rules of Procedure of the Senate Committee on Labor and Human Resources (July 1990)	Labor and Human Resources



## Table of Contents

LPS Director Joins WHCLIS Staff .....	1
George Bush Letter: WHCLIS .....	2
Speakers Enlist Federal Support for WHCLIS II, FLAG .....	3
Summary, 1990 Spring Council Meeting .....	5
Statistical Profile of Depositories Based on the 1989 Biennial Survey .....	15
Readers Exchange: Martin .....	24
News Letter, v. 14, no. 6 .....	25
Update to the List of Classes: 1990-10 .....	27
List of U.S. Senate Publications .....	30

*Administrative Notes* is published approximately twice a month by the Superintendent of Documents, Library Programs Service, Government Printing Office. Address inquiries to:

The Editor, Administrative Notes  
U.S. Government Printing Office  
Library Programs Service, SLL  
Washington, D.C. 20401